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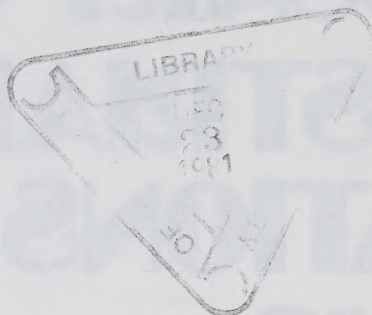
GLOSSARY OF INDUSTRIAL RELATIONS TERMS



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GLOSSARY OF INDUSTRIAL RELATIONS TERMS

FOREWORD



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FOREWORD

THIS SECOND EDITION OF LABOUR CANADA'S **GLOSSARY OF INDUSTRIAL RELATIONS TERMS** HAS BEEN EXPANDED TO INCLUDE A WIDER RANGE OF TERMS IN CURRENT USAGE IN THE WORKPLACE.



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Accreditation: The process used to certify an organization of employers as the bargaining agent for a unit of employers. (*Accréditation syndicale*) The parallel term for employee organizations is "certification." (*Certification*)

Adversary System: The industrial relations system as seen to be consisting of two necessarily opposing forces, labour and management. This viewpoint ignores the co-operative elements of the relationship. (*Régime d'antagonisme*)

Affiliated Union: A union which is a member of a group of such organizations. (i.e., Congress, Federation, Labour Council) (*Syndicat affilié*)

Affiliation: The establishment of an organic bond between two or more organizations. In an affiliation, the organization maintains its essential character and continues to enjoy a relative autonomy within the limits established by the purpose of the affiliation. (*Affiliation*)

Affirmative Action Plan: A program undertaken by employers to improve the representation of a designated group of people in all areas of their work force. (*Programme d'action positive*)

Agreement: (*See Collective Agreement*)

Apprentice: A worker who enters into agreement with an employer to learn a skilled trade through a special training period combining practical training with related off-the-job technical instruction. Apprenticeship is sometimes regulated by statute (designated trades). (*Apprenti/ie*)

Arbitration: The procedure by which a board or a single arbitrator, acting under the authority of both parties to a dispute, hears both sides of the controversy and issues an award, usually accompanied by a written decision, which is ordinarily binding on both parties. Arbitrators are usually appointed by the parties concerned, but under special circumstances, they are appointed by the Minister of Labour. (*Arbitrage*) Compulsory arbitration is that required by law and is the usual procedure for settling contract interpretation disputes. (*L'arbitrage obligatoire*) Voluntary arbitration has reference to the parties to a dispute agreeing to arbitration in the absence of statutory compulsion. (*L'arbitrage facultatif*)

Arbitrator: Third party chosen to hear a case or group of cases which are submitted for arbitration. (*Arbitre*)

Assembly-line Work: A manufacturing procedure in which many workers successively perform an operation or task while the item under production is moved along a conveyor system timed to move in accordance with the time allotted for each distinct function to be performed. (*Production à la chaîne*)

Automation: Automation is usually characterized by two major principles: (1) mechanization, i.e., machines are self-regulated so as to meet predetermined requirements (a simple example of feedback can be found in the operation of a thermostatically controlled furnace); (2) continuous process, i.e., production facilities are linked together, thereby integrating several separate elements of productive process into a unified whole.

There are three basic kinds of automated processes: (1) assembly-line automation, characteristic of the automobile industry; (2) extensive use of computers, as found in many modern offices and businesses; (3) utilization of complex electronic equipment as controls in the manufacturing and processing of products, such as in the refining industry. (*Automatisation*)

Award: In labour-management arbitration, the final decision of an arbitrator, binding on both parties to the dispute. (*Sentence arbitrale*)

Bargaining Agent: A union is the exclusive representative of all workers, both union and non-union, in a bargaining unit. An employer may voluntarily recognize a particular union as a bargaining agent for his workers, or the question of representation may be settled by a secret election, conducted by the appropriate labour relations board. (*Agent négociateur*)

Bargaining in Good Faith: The requirement that two parties meet and confer at reasonable times with minds open to persuasion with a view to reaching agreement on new contract terms. Good faith bargaining does not imply that either party is required to reach agreement on any proposal. (*Négociation de bonne foi*)

Bargaining Unit: A group of employees in a firm, plant, or industry that has been recognized by the employer and certified by a Labour Relations Board as appropriate to be represented by a union for purposes of collective bargaining. In a craft union, this could be all members of a trade, such as all tool and die makers in a plant; in an industrial union, all production workers in a plant or all plants in a company. (*Unité de négociation*)

Base Rate: The lowest rate of pay, expressed in hourly terms, for the lowest paid qualified worker classification in the bargaining unit. Not to be confused with **basic rate**, which is the straight-time rate of pay per hour, job or unit, excluding premiums, incentive bonuses, etc. (*Taux de base*)

Blue-collar Workers: Term used to describe manual workers, i.e. production and maintenance men. In recent years, the percentage of blue-collar workers in the labour force has declined considerably. (*Cols bleus*)

Boycott: An organized refusal on the part of employees and their union to deal with an employer in order to win concessions. Primary boycotts usually take the form of putting pressure on consumers not to buy the goods of an employer who is directly involved in a dispute. In the dress industry, for example, the International Ladies' Garment Workers' union frequently boycotts the sale of non-union made dresses. Secondary boycotts are those in which pressure is exerted on employers who are not directly involved in a dispute, e.g., workers of Company A refuse to buy or handle goods of Company B, which is engaged in a labour dispute. (*Boycottage*)

Broader-based Bargaining: A type of bargaining that aims to reduce the degree of fragmentation in the collective bargaining process and the potential conflict that can result, by combining employers on the one hand and/or unions on the other to form negotiating coalitions thereby reducing the potential for sequential work

stoppages in the same industry/company as various contracts terminate. (*Négociation sectorielle*)

Bumping: Exercise of seniority rights by workers to displace union employees when business conditions require temporary layoffs or the discontinuance of departments. (*Supplantation, déplacement*)

Business Agent: A full-time union officer of a local union who handles grievances, helps enforce agreements, and performs other tasks in the day-to-day operation of a union. (*Agent d'affaires*)

Call-back Pay: Compensation, often at higher wage rates, for workers called back on the job after completing their regular shift. Contract provisions usually provide for a minimum number of hours of pay, regardless of the number of hours actually worked. (*Indemnité de rappel*)

Call-in Pay: Guaranteed hours of pay (ranging from two to eight hours) to a worker who reports for work and finds there is insufficient work for him to do. Provisions for call-in pay are usually spelled out in collective agreements. (*Indemnité de convocation au travail*)

Canada Labour Code: Legislation applicable to employers whose operations fall within federal jurisdiction and to their employees. The Canada Labour Code consists of Part III (Labour Standards); Part IV (Safety of Employees); and Part V (Industrial Relations). (*Code canadien du travail*)

Canada Labour Relations Board: A board whose powers and duties under the industrial relations provisions of the Canada Labour Code include the determination of appropriate bargaining units, the certification or decertification of trade unions, decisions as to unfair labour practices or failure to bargain in good faith, etc. The board is composed of a chairman, at least one vice-chairman and not less than four or more than eight members. (See also Labour Relations Board) (*Conseil canadien des relations du travail*)

Canadian Chamber of Commerce: A national body representing business interests which seeks to influence federal legislation by presentation of briefs; it disseminates commercial information, and attempts to foster understanding and sympathy for the problems businessmen encounter. (*Chambre de commerce du Canada*)

Canadian Labour Congress (CLC): Canada's national labour body, formed in 1956 from the merger of the Trades and Labour Congress and the Canadian Congress of Labour, and representing more than 70 per cent of organized labour in the country. (*Congrès du Travail du Canada (CTC)*)

Canadian Manufacturers' Association: A large organization of manufacturers in every type of industry, founded in 1871, incorporated 1902, it serves as a spokesman for interests of the Canadian manufacturing industry. (*Association des manufacturiers canadiens*)

Certification: Official designation by a labour relations board or similar government agency of a union as sole and exclusive bargaining agent, following proof of majority support among employees in a bargaining unit. (*Accréditation syndicale*)

Certified Union: A union designated by the Canada or a provincial labour relations board as the exclusive bargaining agent of a group of workers. (*Syndicat accrédité*)

Checkoff: A clause in a collective agreement authorizing an employer to deduct union dues and, sometimes, other assessments, and transmit these funds to the union. There are four main types; the first three apply to union members only: (1) Voluntary revocable; (2) Voluntary irrevocable; (3) Compulsory; (4) Rand Formula — dues deducted from union and non-union employees. (*Précompte, retenue, prélèvement*)

Closed Shop: A provision in a collective agreement whereby all employees in a bargaining unit must be union members in good standing before being hired, and new employees must be hired through the union. (*Atelier fermé*)

Code of Ethical Practices: A declaration of principle adopted by the Canadian Labour Congress, requiring unions to try to ensure maximum attendance at meetings and general participation by membership. Under this code, no one engaging in corrupt practices may hold office in the union or in the CLC. (*Code d'éthique*)

Co-determination: Refers to a process whereby decisions are made jointly by management and workers (or their representatives). These joint decisions may be made at various levels within a company — at the board level, for example, through the appointment of worker directors, or at shop-floor level by establishing some form of labour-management committee or even by utilizing existing collective bargaining machinery. (*Cogestion*)

COLA Clause: Literally a “cost of living adjustment” (or allowance) clause. A clause built into a collective agreement which links wage or salary increases to changes in the cost of living during the life of the contract. Also termed an “Escalator Clause”. (*Clause d'échelle mobile de salaires*)

Collective Agreement: An agreement in writing between an employer and the union representing his/her employees which contains provisions respecting conditions of employment, rates of pay, hours of work, and the rights and obligations of the parties to the agreement. Ordinarily the agreement is for a definite period such as one, two, or three years, usually not less than twelve months. Under some conditions, amendments are made to agreements by mutual consent during the term of the agreement in order to deal with special circumstances. (*Convention collective*)

Collective Bargaining: Method of determining wages, hours and other conditions of employment through direct negotiations between the union and employer. Normally the result of collective bargaining is a written contract that covers all employees in the bargaining unit, both union members and non-members, for a specified period of time.

More recently the term has been broadened to include the day-to-day activities involved in giving effect to or carrying out the terms of a collective agreement. (*Négociation collective*)

The term collective bargaining is frequently prefaced with expressions such as company-wide, industry-wide or multi-employer which serve to specify more precisely the form of bargaining. Thus **company-wide collective bargaining** (*Négociation à l'échelle de la firme*) refers to bargaining that takes place between a company with many plants and (typically) a single union representing employees of a particular craft or skill. The terms and conditions arrived at are generally uniform through the company. **Industry-wide bargaining** (*Négociation de branche*) refers to situations in which the terms and conditions of employment agreed to by labour and management cover an entire industry. **Multi-employer bargaining** (*Négociation multi-employeurs*) covers those situations in which bargaining takes place between a union and a group or association of employers (hence it is also termed "association bargaining"). Quite often, in fact, much so-called industry-wide bargaining is actually multi-employer bargaining, since there are relatively few industries in which collective bargaining is conducted in a genuine industry-wide sense.

Combines Investigation Act: A federal Government Act providing for the investigation and repression of trade combinations operating in restraint of trade and to the detriment of the public. (*Loi relative aux enquêtes sur les coalitions*)

Company Union: An employee organization, usually of a single company, that is dominated or strongly influenced by management. Company unions were widespread in the 1920s and early '30s. The Labour Relations Acts of the 1940s declared that such employer domination is an unfair labour practice, and company unions have since been on the decline. (*Syndicat d'entreprise*)

Conciliation and Mediation: A process that attempts to resolve labour disputes by compromise or voluntary agreement. By contrast with arbitration, the mediator, conciliator, or conciliation commissioner does not bring in a binding award and the parties are free to accept or to reject his recommendation. The conciliator is often a government official whose report contains recommendations and is made public. Conciliation is a prerequisite to legal strike/lockout action. The mediator is usually a private individual appointed as a last resort after conciliation has failed to prevent or to put an end to a strike. (*Conciliation et médiation*)

Confederation of National Trade Unions (CNTU): A Québec-based central labour body. (*Confédération des syndicats nationaux (CSN)*)

Consumer Price Index: A Statistics Canada monthly statistical indicator which follows changes in retail prices of selected consumer items in major Canadian cities. The index and its monthly fluctuations are employed in calculating COLA payments (cost of living allowance) in collective agreements. (*Indice des prix à la consommation*)

Contract: A collective agreement (see **Collective Agreement**). (*Contrat*)

Cooling-off Period: A required period of delay (fixed by federal or provincial law) following legal notice of a pending labour dispute, during which there can be neither strike nor lockout. It follows upon the unsatisfactory conclusion of compulsory conciliation attempts. Wages and conditions of work are usually frozen under

conditions set by the previous contract. Every effort is made during this time to settle the dispute. (*Délai de réflexion*)

Cost of Living: Relationship of the retail cost of consumer goods and services to the purchasing power of wages. (*Coût de la vie*)

Craft: A manual occupation that requires extensive training and a high degree of skill, such as carpentry, plumbing, linotype operation. (*Métier*)

Craft Union: A union that limits its members to a particular craft. Most craft unions today, however, have broadened their jurisdiction to include many occupations and skills not closely related to the originally designated craft. (*Syndicat de métier*)

Cyclical Unemployment: Unemployment caused by fluctuations in the economy, i.e., loss of jobs due to a downward trend in business cycle. Cyclical unemployment is of far greater magnitude than seasonal, technological or frictional unemployment. (*Chômage cyclique*)

Decertification: The procedure for removing a union's official recognition as exclusive bargaining representative. (*Révocation d'accréditation syndicale*)

Discrimination: Unequal treatment of workers, whether through hiring or employment rules or through variation of the conditions of employment, because of sex, age, marital status, race, creed, union membership, or other activities. In many cases discrimination is an unfair labour practice under federal or provincial laws. (*Discrimination*)

Dismissal Pay: (See **Severance Pay**).

Dispute Resolution System: The process and procedures for applying third party assistance to collective bargaining parties to reach an agreement on the matter(s) in dispute. The notion of dispute resolution includes both legislative and non-legislative elements. There is a range of possible stages in the dispute resolution process and various mechanisms (both voluntary and compulsory) that can be used to this end. (*Méthode de règlement de conflit*)

Earnings: Compensation for services rendered or time worked. (*Gains*)

Economic Council of Canada: An economic research and policy advisory agency created by an Act of Parliament in 1963. Its members represented business, labour, agriculture, and other interests until 1976, when the labour representatives withdrew to protest the government's anti-inflation program. (*Conseil économique du Canada*)

Employee: A person working in an industry or enterprise who is entitled to wages for labour or services performed. Not included are persons employed in certain professions or who exercise managerial functions. (*Employé*)

Employer: A person or firm having control over the employment of workers and the payment of their wages. (*Employeur*)

Equal Pay for Equal Work: Principle that wage rates should be based on the job, rather than upon the sex, race, etc., of the worker, or upon other factors not related to his/her ability to perform. (*À travail égal, salaire égal*)

Equal Pay for Work of Equal Value: Principle that workers, regardless of sex, who are performing work of equal value, must receive the same pay for work in the same establishment. Equal value is determined by a sex-neutral analysis of the composite skill, effort, and responsibility required in the performance of such work and the conditions under which the work is performed. (*Égalité de rémunération pour un travail de valeur égale*)

Exclusivity: The right acquired by an employee organization to be the sole representative of the bargaining unit. Exclusive representation is usually provided by labour relations statutes, although some statutes governing public employee labour relations provide alternatives such as proportional representation. Proportional representation accords bargaining rights to one or more organizations in direct relationship to the number of members in the bargaining unit who belong to or vote for the organization. (*Exclusivité*)

Expedited Arbitration: Used independently or in conjunction with the term “industry arbitration,” it encompasses systems used in specific industries whereby a “permanent” arbitrator or panel of arbitrators is selected to hear grievances arising under one or more collective agreements over a period of time, as well as any procedures or mechanisms designed to expedite the grievance arbitration process. (*Arbitrage accéléré*)

Fact-finding: A formal/informal dispute resolution procedure for investigating and reporting on the facts of a situation, such as work stoppage affecting the public. (*Enquête factuelle*)

Fair Employment Practices: Practice of employers or unions of offering workers equal employment opportunities regardless of race, national or ethnic origin, colour, religion, age, sex, marital status, conviction for which a pardon has been granted, and physical handicap. (*Pratique loyale en matière d'emploi*)

Featherbedding: The practice of making work through the limitation of production, the amount of work to be performed or other make-work arrangements. Many such practices have come about as a consequence of workers being displaced through mechanization or technological change, which has led unions to seek some method of retaining workers even though there may be no work for them to perform. (*Sinécure ouvrière*)

Federation of Labour: An allied group of unions in one or several industries, covering a geographical area, such as a district, province or country. An example of a national federation is the Canadian Labour Congress (CLC)/Congrès du Travail du Canada (CTC). National federations may join to form confederations or international federations such as the International Confederation of Free Trade Unions (ICFTU). (*Fédération des travailleurs*)

Final Offer Selection: Used in the United States and more recently in Canada; usually after a predetermined period of unsuccessful negotiation, both sides put

forward final offers, one of which an arbitrator or board of arbitrators must choose. (*Arbitrage des propositions finales*)

Flexible Work-week or Flextime: A system which provides workers with some freedom in deciding when they start and finish work subject to the requirement that they are present during certain “core” hours and fulfill a minimum attendance requirement each day. (*Horaire variable de travail*)

Foreman: A supervisory employee, usually classed as a part of management. A working foreman or leadman is one who regularly performs production work or other work unrelated to supervisory duties. (*Contremaître*)

Free Riders: Non-union employees who share in whatever benefits result from union activities without sharing union expenses, or union members who are ‘delinquent’ in paying their dues. (*Resquilleurs*)

Freeze: Government action restricting wage, salary and price increases in order to stabilize the economy. (*Gel*)

Frictional Unemployment: Unemployment due to time lost in changing jobs rather than to a lack of job opportunities. Frictional unemployment would not be reduced significantly even if there were an increased demand for workers but might be reduced by improving the information available to job seekers about vacancies. (*Chômage frictionnel*)

Fringe Benefits: Non-wage benefits such as paid vacations, pensions, health and welfare provisions, life insurance, etc., the cost of which is borne in whole or in part by the employer. Such benefits have accounted for an increasing percentage of worker income and labour costs in recent years and have thus become an important aspect of collective bargaining. (*Avantages sociaux*)

Garnishment: Attachment of an employee’s wages in the hands of his employer to pay his creditor. (*Saisie du salaire*)

General Strike: A general strike is a cessation of work by all union members in a geographical area, usually as a political protest. (*Grève générale*)

Grievance: A statement of dissatisfaction, usually by an individual but sometimes by the union or management, concerning interpretation of a collective bargaining agreement or traditional work practices. The grievance machinery (i.e., the method of dealing with individual grievances) is nearly always spelled out in the contract. If a grievance cannot be handled at the shop level (where most of them are settled), and the grievance arises out of an interpretation of the contract, it must be resolved by arbitration. (*Grief*)

Guaranteed Wage Plan: A system under which an employer (a) contributes to a fund used to pay additional wages during slack periods or (b) contractually guarantees a specified number of days of work during a specific period. (*Régime de salaire garanti*)

Handicapped Workers: Workers whose earning capacity is impaired by age, physical or mental deficiency, or injury. To encourage their employment, they are sometimes given special treatment in labour statutes, for example, by permitting employment at subminimum rates. (*Travailleur handicapé*)

Harmony Pledge (Co-operation Clause): A clause in a union contract, sometimes called a harmony pledge, in which the employer and the union agree to co-operate on some specific subject. (*Clause de coopération*)

Hazardous Occupations: Jobs which are classified as dangerous by provincial or federal laws, and in which employment of minors is restricted or forbidden. Federal legislation provides workers with the right to refuse work that is considered hazardous to health or safety. (*Emploi dangereux*)

Health and Safety Committee: A committee composed of workers and management set up with the purpose of promoting a greater concern for improvement of health and safety in the workplace. (*Comité d'hygiène et de sécurité*)

Hiring Hall: An office, usually run by the union, or jointly by employers and union, for referring workers to jobs or for the actual hiring operation. (*Bureau d'embauchage*)

Hot Cargo: Merchandise shipped from a struck plant or by an employer on a union boycott list. (*Produit boycotté*)

Idle Time: Nonproductive time resulting from waiting for work, machinery or other breakdowns, and the like. (*Temps inoccupé*)

Illegal Strike: A strike called in violation of the law. Strikes are generally illegal when they occur as a result of a dispute over the interpretation of a collective agreement currently in force, when they occur before conciliation procedures have been complied with, or when certification proceedings are under way. (*Grève illégale*)

Independent Union: A labour organization not company-dominated, which is not affiliated with and remains independent of any federation. (*Syndicat autonome*)

Individual Bargaining: The right of individual members of a unit for which an exclusive representative has been designated for collective bargaining purposes to present, as individuals, grievances that are not contrary to the existing union contract. (*Négociation individuelle*)

Industrial Conflict: A general term used to describe the broad areas of disagreement and difficulty between labour and management (though the government may also be involved). The strike is the most common and most visible manifestation of conflict. It may also take the form of peaceful bargaining and grievance handling, boycotts, political action and restriction of output, industrial sabotage, absenteeism or labour turnover. Several of these forms such as restriction of output, absenteeism, and turnover, may take place on an individual as well as on an organized basis and as such they constitute alternatives to collective action. (*Conflit de travail*)

Industrial Democracy: Strictly interpreted, the term industrial democracy implies the involvement of workers (or their representatives) in some form of equal opportunity process of decision making within industry. The term, however, is frequently used to denote the removal of arbitrary or autocratic procedures by management and their replacement by decision-making machinery in which workers have an opportunity to present their problems and grievances and through which they can hope to achieve some degree of joint regulation.

The machinery of industrial democracy may involve such devices as joint labour-management committees, works councils or worker representatives in the boardroom. The development of collective bargaining is viewed by many as providing the machinery through which industrial democracy may be developed.

The provision of greater opportunity to workers to present their point of view creates problems for both management and unions because it is often difficult to get widespread participation, particularly if it is achieved only through elected or nominated representatives. One solution to these problems is to promote some form of “direct” democracy, in which workers are given some control over the decisions affecting their immediate work environment. (See also **Quality of Working Life** and **Worker Participation**.) (*Démocratie industrielle*)

Industrial Health: A branch of public health which concerns itself with the health and well-being of workers. A body of rules and practices have evolved with the object of eliminating hazards and industrial fatigue in the work environment. (*Hygiène du travail*)

Industrial Relations: A broad term that may refer to relations between unions and management, unions themselves, management and government, unions and government, or between employers and unorganized employees. Within this definition, specific attention may be directed toward industrial conflict or its regulation through the formulation of work rules or agreements. (*Relations industrielles*)

Industrial Union: A union organized on the basis of product, i.e., along industrial lines; in contrast to craft union organized along skill lines. (*Syndicat industriel*)

Industry-wide Bargaining: Collective bargaining that takes place on an industry-wide basis; terms and conditions of employment agreed upon cover all or a major portion of the organized employees in the industry. (*Négociation de branche*)

Initiation Fees: Fees that must be paid by new members of a union, or by former employees who have left the union and wish to return. Initiation fees serve several purposes: (1) a source of revenue; (2) an equity payment by new members to compensate for the efforts older members have made in building the union; (3) a device to restrict membership (if initiation fees are very high) in those unions desiring to remain small in order to protect job opportunities. (*Droits d'adhésion*)

Injunction: A court order restraining an employer or union from committing or engaging in certain acts. An ex parte injunction is one in which the application for an injunction is made in the absence of the party affected. (*Injonction*)

Interest Dispute: A dispute arising from the negotiation of a new collective agreement or the revision of an existing agreement on expiry. (*Conflit d'intérêts*)

International Confederation of Free Trade Unions (ICFTU): An international trade union body, formed in 1949, composed of a large number of national central labour bodies such as the Canadian Labour Congress/Congrès du Travail du Canada. It represents 50 million members and 96 non-communist countries. (*Confédération internationale des syndicats libres (CISL)*)

International Labour Organization (ILO): Tripartite world body representative of labour, management and government. Since 1946 one of the specialized agencies of the United Nations. It disseminates labour information to workers of all countries and sets minimum international labour standards, called “conventions,” offered to member nations for ratification. Its headquarters are in Geneva, Switzerland. (*Organisation internationale du travail (OIT)*)

International Union: The term “international” is frequently used to indicate an American union having affiliates in Canada. Financially supported by a per capita tax of all its members, its chief functions are: extending union organization; chartering local unions; setting jurisdictional boundaries; conducting education programs; doing research in areas related to trade union objectives; lobbying; aiding local unions in bargaining; and, where multi-employer bargaining is used, negotiating directly with industry representatives.

The development of international unions is seen as one possible response by workers to the challenge of international or multinational corporations (MNCs). (*Syndicat international*)

Job Description: A description of the nature of a particular job, its relation to other jobs, the working conditions, the degree of responsibility and the other qualifications called for by the work. (*Description de tâches*)

Job Enrichment: The attempt to make jobs more rewarding and less monotonous for the individual worker. Procedures used may include job enlargement (including more responsibilities on the job), or job rotation (allowing the worker to move from one job to another at specific intervals). (See also **Quality of Working Life.**) (*Valorisation du travail*)

Job Evaluation: A system designed to create a hierarchy of jobs based on such factors as skill, responsibility or experience, time and effort. The determination of the value of each job in relation to other jobs in the workplace, based on the material and content of the job and using such factors as education, skill, experience and responsibility. Often used for the purpose of arriving at a system of wage differentials between jobs or classes of jobs. (*Évaluation des emplois*)

Job Rotation: Used as a means to provide variety and experience to employees while creating back-up potential for performance of individual jobs. (*Rotation d'emplois*)

Job Security: A worker's sense of having continuity of employment resulting from the possession of special skills, seniority, or protection provided in a collective agreement against unforeseen technological change. (*Sécurité d'emploi*)

Job Training: Procedure whereby workers, while working, learn how to perform particular jobs. See also “**Apprentice.**” (*Formation professionnelle*)

Joint Bargaining: Two or more unions joining forces to negotiate an agreement with a single employer. (*Négociation multi-syndicale*)

Journeyman: A craft or skilled worker who has completed his apprenticeship training and been admitted to full membership in his craft. Examples: journeyman plumber, journeyman carpenter. (*Compagnon*)

Jurisdiction (Federal): Authority of the federal government exercised over employees or employers in any enterprise of an interprovincial, national or international nature, such as air transport, broadcasting, banks, pipelines, railway, highway transport, shipping, and grain elevators. Generally speaking, all other enterprises fall within the jurisdiction of provincial or territorial governments. (*Compétence fédérale*)

Jurisdiction (Union): The area of jobs, skills, occupations and industries within which a union organizes and engages in collective bargaining. International unions often assert exclusive claim to particular areas of employment. Jurisdiction has always been a problem in organized labour, since two or more unions often claim the same jurisdiction. The CLC has attempted to cope with the problem of having affiliated unions sign no-raiding agreements, in which member unions agree not to trespass on one another's jurisdiction. These agreements, however, have not been completely observed. In the case of local unions, jurisdiction refers to a region within which the local union exercises authority. (*Compétence syndicale*)

Jurisdictional Dispute — Inter-union Dispute: A conflict between two or more unions over the right of their membership to perform certain types of work. If the conflict develops into a work stoppage, it is called a jurisdictional strike. (*Conflit de compétence syndicale/Conflit intersyndical*)

Labour Canada: The federal government department provided for by the Department of Labour Act for the purpose of disseminating information relating to the condition of labour and to administer labour legislation within federal jurisdiction. The government of each province has a similar department with similar duties. (*Travail Canada*)

Labour College of Canada: Bilingual institution of higher education for trade union members, operated jointly by the Canadian Labour Congress, McGill University and the Université de Montréal for the purpose of providing a training ground for future trade union leaders. (*Collège canadien des travailleurs*)

Labour Council: Organization composed of locals of CLC-affiliated unions in a given community or district. (See **Local Labour Council.**) (*Conseil du travail*)

Labour Education: Usually education of union members or officials in industrial relations subjects. (*Education syndicale*)

Labour Force: All persons 14 and over who are either employed, temporarily idle, or unemployed and seeking employment. (*Population active*)

Labour-Management Committee: Any committee having representation from both management and labour; discussion subjects may include safety and health, productivity, quality of working life, training, etc. (*Comité syndical-patronal*)

Labour Relations Board: A board, usually provided for under the provincial Labour Relations Acts, which is responsible for certifications of trade unions, the entering of dispute settling provisions into collective agreements and investigating complaints of bad faith in collective bargaining. (See also **Canada Labour Relations Board.**) (*Commission des relations du travail*)

Labour Turnover: Rate at which workers move into and out of employment, usually expressed as a percentage based on the number of employees leaving a plant or industry during a certain time over the average number of employees in the plant or industry during the same period. (*Roulement de la main-d'oeuvre*)

Layoff: Temporary, prolonged, or final separation from employment as a result of a lack of work. (*Mise à pied*)

Line Employee: An employee whose duties are directly related to the production and distribution of the company's products or services. (*Exécutant*)

Local Labour Council: An organization formed by a labour federation at the city level. It is organized and functions in the same manner as a provincial federation but within the scope of a city. Finances are often obtained through a per capita tax on affiliates. (*Conseil syndical local*)

Local of an International or National Union: The unit of labour organization formed in a particular locality through which members participate directly in the affairs of their organization, such as the election of local officers, the financial and other business matters of a local, relations with their employer(s), and the collection of members' dues. (*Section locale d'un syndicat international ou national*)

Lockout: The closing of a place of employment, a suspension of work, or a refusal by an employer to continue to employ a number of his employees undertaken with a view to compelling them to agree to conditions of employment on his terms or to refrain from exercising their existing rights and privileges. (*Lock-out*)

Maintenance of Membership: A provision in a collective agreement stating that no worker need join the union as a condition of employment, but that all workers who voluntarily join must maintain their membership for the duration of the agreement as a condition of continued employment. (See **Union Security.**) (*Maintien de l'adhésion syndicale*)

Majority Rule: Principle that the result of a collective bargaining representation election is to be determined by the valid ballots cast by a majority of the employees who vote. (*Règle de la majorité*)

Management Rights: These encompass those aspects of the employer's operations that do not require discussion with or concurrence by the union, or rights reserved to management which are not subject to collective bargaining. Such rights may

include matters of hiring, production, manufacturing and sales. The resistance of many managers toward innovations such as industrial democracy may frequently be traced back to concern over the erosion of management prerogatives that such innovations sometimes entail. (*Prérogatives de l'employeur*)

Master Agreement: A collective bargaining agreement which serves as the pattern for major terms and conditions for an entire industry or segment thereof. Local terms may be negotiated in addition to the terms set forth in the master contract. (*Convention collective cadre*)

Mediation — Arbitration: A dispute resolution procedure where the mediator is armed with the power to settle unresolved issues by binding arbitration in the event they are not settled through mediation. (*Médiation-arbitrage*)

Mediation: See **Conciliation and Mediation.** (*Médiation*)

Minimum Wage: The rate of pay established by statute or by minimum wage order as the lowest wage that may be paid, whether for a particular type of work, to a particular class of workers, or to any worker. (*Salaire minimum*)

Modified Union Shop: A place of work in which non-union workers already employed need not join the union, but all new employees must join, and those already members must remain in the union. (See **Union Security Clauses, Union Shop.**) (*Atelier syndical modifié*)

Monopoly: Control of a commodity or service in a particular market which enables the one having control to raise the price substantially above that fixed by free competition. (*Monopole*)

Moonlighting: The holding by a single individual of more than one paid job at the same time. (*Travail noir ou Double emploi*)

Multinational Bargaining: Bargaining between an international union or union federation and a company whose operations are international in scope. These companies, known as multinationals, pose many unique problems for organized labour. In particular, their international status gives them scope for transferring production from one country to another on a temporary or permanent basis in order to use non-union employees or break a strike. (*Négociation avec une entreprise multinationale*)

National Union: A union whose membership and locals are confined within one country. (*Syndicat national*)

Nepotism: The practice of giving promotions, basic employment, higher earnings, and other benefits to employees who are relatives of management. (*Népotisme*)

Open Shop: A shop in which union membership is not required as a condition of securing or retaining employment. (*Atelier ouvert*)

Organizer: Person who solicits workers to join a union. (*Recruteur syndical*)

Overtime: Hours worked in excess of the maximum regular number of hours fixed by statute, union contract, or custom. Clock overtime is a premium, paid for work during specified regular working hours, required by collective bargaining agreement. (*Temps supplémentaire*)

Paid Educational Leave: Leave for educational purposes granted to a worker and paid for by the employer or government. (*Congé-éducation payé*)

Parity: Generally used to mean wage parity. It can refer to equivalent wages between workers in the same occupation but in different geographical areas; for workers in the same sector, e.g., the public sector but in different occupations — policemen and firemen; or for workers in the same occupation but in different companies. (*Parité*)

Pattern Bargaining: A procedure in collective bargaining whereby a union seeks to obtain equal or identical terms from other employers on an agreement already obtained from an important company. (*Négociation type*)

Pension Plan: Arrangement to provide definite sums of money for payment to employees following retirement. Final-earnings plan is when the pension is based upon length of service and average earnings for a stated period just before retirement. A contributory plan is financed by both the employer and the employees. (*Régime de pension*)

Per Capita Tax: Regular payments by a local to its national or international union, labour council or federation, or by a union to its central labour body. It is based on the number of members. (*Capitation, taxe par tête*)

Picketing: Patrolling near the employer's place of business by union members — pickets — to publicize the existence of a labour dispute, persuade workers to join a strike or join the union, discourage customers from buying or using the employer's goods or services, etc. (*Piquetage*)

Piece Rate: A predetermined amount paid to an employee for each unit of output. (*Salaire à la pièce*)

Premium Pay: A wage rate higher than straight time, payable for overtime work, work on holidays or scheduled days off, etc., or for work under extraordinary conditions such as dangerous, dirty or unpleasant work. (*Prime*)

Probationary Period: The initial period of employment during which a worker is on trial and may be discharged with or without cause. (*Stage*)

Productivity: Output per unit of input; a measure of efficiency. (*Productivité*)

Profit-sharing Plan: Arrangement under which employees receive a percentage of the employer's profits in addition to their wages. A cash payment plan is one under which the employees' share of the profits is paid immediately in cash. A deferred payment plan is one under which the employer deposits the employees' portion of the profits with a trustee to be paid to them at some time in the future, depending

upon conditions specified in the trust. Under some schemes, profits are distributed in the form of shares. (*Participation aux bénéfices*)

Public Interest Industries: Industries which render so important and necessarily uninterrupted service to the general public as to warrant special regulation to prevent the stoppage of their operations by labour disputes. (*Service d'intérêt public*)

Quality of Working Life: A process designed to assist employers, unions, and employees in implementing joint problem-solving approaches to improve the quality of working life within organizations in the interests of improved labour-management relations, organization effectiveness and employee work satisfaction. (*Qualité de la vie au travail*)

Raiding: An attempt by one union to induce members of another union to defect and join its ranks. (See **Jurisdiction (Union).**) (*Maraudage*)

Rand Formula: A provision of a collective agreement stating that non-union employees in the bargaining unit must pay the union a sum equal to union fees as a condition of continuing employment. Non-union workers are not, however, required to join the union. (*Formule Rand*)

Rank and File: Individual union members who have no special status either as officers or shop stewards in the plant. (*Base syndicale, syndiqués de la base*)

Ratification: Formal approval of a newly negotiated agreement by vote of the union members and employers affected, as well as employer associations. (*Ratification*)

Real Wages: The actual purchasing power of wages. Often computed by dividing money wages by the cost-of-living index. Example: if money wages increase from \$1.00 to \$1.25 an hour, but the cost-of-living also increases by 25 per cent, real wages have remained constant. It is by looking at the changes in real wages that changes in living standards can be observed. (See also **COLA Clause.**) (*Salaire réel*)

Recognition: Employer acceptance of a union as the exclusive bargaining representative for the employees in the bargaining unit. (See also **Certification.**) (*Reconnaissance*)

Redundancy Pay: (See **Severance Pay.**)

Reopener: A provision in a collective agreement which permits either side to reopen the contract at a specified time, or under special circumstances, prior to its expiration, in order to bargain on stated subjects such as wage increases, pensions, health and welfare schemes, etc. (*Clause de réouverture*)

Residual Rights: Those rights not spelled out in a collective agreement, generally considered to be management rights. (*Droits résiduels*)

Rest Period: Specified short period, sometimes required by law, during which workers are allowed to cease work, usually on company time. (*Période de repos*)

Retirement: Permanent withdrawal from the labour force. **Delayed retirement** is withdrawal after the normal retirement date, usually with the consent or at the request of the employer. **Disability retirement** is withdrawal before the normal retirement age because of physical incapacity. **Early retirement** is withdrawal before the normal retirement date. (*Retraite*)

Rights Dispute: A dispute arising from the interpretation or application of one or more of the provisions of an existing collective agreement. (*Conflit de droits*)

Right-to-Work: Right of an employee to refrain from joining a union and to keep his job without union membership or activity. (*Droit au travail*)

Scab: (See **Strikebreakers**.)

Scanlon Plan: An incentive plan developed by Joseph Scanlon, at one time research director of the United Steelworkers, and who later was on the staff of the Massachusetts Institute of Technology. The plan is designed to achieve greater production through increased efficiency with the opportunity for the accrued savings achieved to be distributed among the workers. (*Système Scanlon*)

Seasonal Unemployment: Unemployment that is due to the seasonal nature of the work. Agricultural workers, lumber workers and some construction workers are unemployed for a period of time each year because of weather conditions. (*Chômage saisonnier*)

Semi-skilled Labour: Workers who have acquired some aptitude at particular jobs but whose activities do not come within any of the traditional skilled crafts. (*Manoeuvre spécialisé*)

Seniority: An employee's standing in the plant, acquired through length of continuous employment. Employees with the greatest seniority are usually the last to be laid off (see **Layoff and Bumping**) and are often given certain advantages in the matters of promotion and selection of holiday periods based on seniority. (*Ancienneté*)

Severance Pay, Dismissal Pay, Redundancy Pay: A lump-sum payment by an employer to a worker whose employment is permanently ended, usually for reasons beyond the worker's control. Such payments are in addition to any back wages due to the worker. (*Indemnité de fin d'emploi*)

Sex Discrimination: Refers to unfair treatment in employment practices, such as hiring, promotion, wage or salary payment or discharge, based upon the sex of the person or persons concerned. (*Discrimination fondée sur le sexe*)

Shift: The stated daily working period for a group of employees, e.g., 8 a.m. to 4 p.m., 4 p.m. to midnight, midnight to 8 a.m. (See **Split Shift**.) (*Poste, quart, équipe*)

Shift Differential: Added pay for work performed at other than regular daytime hours. (*Prime de poste*)

Shop Committee: A committee of employees elected by fellow workers to represent them in considering grievances and related matters. (*Comité d'atelier*)

Shop Steward: A union official who represents a specific group of members and the union in union duties, grievance matters, and in complaints about employment conditions. Stewards are usually part of the work force they represent and handle their duties only on a part-time basis. (*Délégué d'atelier*)

Sick Leave: Time off allowed for absence because of illness. (*Congé de maladie*)

Slowdown: A deliberate lessening of work effort without an actual strike, in order to force concessions from the employer. (See also **Work to Rule**.) (*Grève perlée*)

Speed-up: A union term describing situations in which workers are required to increase production without a compensating increase in wages. (See also **Stretch-out**.) (*Cadence accélérée*)

Split Shift: Division of an employee's daily working time into two or more working periods, to meet peak needs. (*Poste fractionné*)

Staff: (1) Employees of an organization. (2) Workers with administrative duties. (*Personnel*)

Standard of Living: Conditions under which a person or group of persons lives at a particular time in a particular locality, considered in relation to expenses and income. (*Niveau de vie*)

Straw-boss: A sub-foreman. (*Sous-contremaître*)

Stretch-out: A union term describing a situation in which workers are required to assume additional work duties, such as tending more machines, without additional compensation. (See also **Speed-up**.) (*Surcharge*)

Strike: A cessation of work or a refusal to work or to continue work by employees in combination or in accordance with a common understanding for the purpose of compelling an employer to agree to terms or conditions of employment. Strikes usually occur as a last resort when collective bargaining and all other means have failed to obtain the employees' demands. Except in special cases, strikes are legal only when a collective agreement is not in force. A **Rotating or Hit-and-Run Strike** is a strike organized in such a way that only part of the employees stop work at any given time, each group taking its turn. A **Sympathy Strike** is a strike by workers not directly involved in a labour dispute; an attempt to show labour solidarity and bring pressure on an employer in a labour dispute. A **Wildcat Strike** is a strike that violates the collective agreement and is not authorized by the union. (*Grève*)

Strike Benefits: Union payments, usually a small proportion of regular income, to workers during a strike. Many unions do not supply monetary aid but distribute groceries and other types of aid to needy families of strikers. (*Indemnité de grève*)

Strikebreakers: Persons who continue to work during a strike or who accept employment to replace workers on strike. By filling strikers' jobs, they may weaken or break the strike. Also known as scabs. (*Briseur de grève, jaune*)

Strike Fund: Funds held by international or local unions for allocation during a strike to cover costs of benefits, legal fees, publicity, and the like. Some international unions assess each member a small amount each month to build the fund. Other unions use the international's general fund. The amount of the fund often determines the staying power of the workers and, consequently, the success or failure of the strike. Strike funds are often designated in union financial statements as "emergency," "reserve" or "special" funds. (*Caisse de grève*)

Strike Notice: Formal announcement by a group of workers to their employer or to an appropriate government agency that on a certain date they will go out on strike. (*Avis de grève*)

Strike Vote: A vote conducted among employees in the bargaining unit on the question of whether they should go out on strike. (*Vote de grève*)

Strike — Work Clause: A clause in a collective bargaining agreement which permits employees to refuse to perform work farmed out by a strike-bound plant. (*Clause de refus de travail*)

Successor Rights: The rights, privileges, and duties of a union or employer that succeeds another by reason of a merger, sale, amalgamation, or transfer of jurisdiction. (*Obligation du successeur*)

Supervisor: An employee having certain management rights, such as the right to hire or fire or to recommend such action. (*Surveillant*)

Supplemental Unemployment Benefit (SUB) Plans: Private plans providing compensation for wage loss to laid-off workers, usually in addition to public unemployment insurance payments. (*Régimes d'indemnités complémentaires de chômage*)

Sweat Shop: A factory where wage rates and sanitary, safety and working conditions do not meet accepted standards. (*Atelier de pressurage*)

Sweetheart Contract: Term of derision for an agreement negotiated by an employer and a company-dominated union granting terms and conditions of employment more favourable to the contracting union than the employer would be willing to grant to a rival non-dominated labour organization, the usual purpose being to keep the rival out. (*Accord de compérage*)

Take-home Pay: The net paycheck after allowance has been made for tax and other deductions. (*Salaire net*)

Technological Change: Technical progress in industrial methods, for example, the introduction of labour-saving machinery or new production techniques. Such change can result in manpower reductions. (See **Automation.**) (*Changement technologique*)

Technological Unemployment: Unemployment that results from the introduction of labour-saving machinery. (*Chômage technique*)

Termination: The ending or severance of a worker's employment with an employer whether by layoff, discharge or voluntary severance. (*Cessation d'emploi*)

Time-and-a-half: Wage payment at time and one-half of the employee's regular rate of pay or of the statutory minimum rate of pay for all hours worked in excess of a specified number per day or week. (*Taux majoré de moitié*)

Time Card: The record sheet on which, either manually or mechanically, a worker's attendance is reported. (*Fiche de présence*)

Time Clock: Clock with a mechanism to indicate on a paycard by punch hole or other means, the time of arrival and departure of employees. (*Horloge de pointage, horloge poinçon*)

Trade Union: An association or union of workers through which they seek to further their mutual interests with respect to wages, hours, working conditions, and other matters of primary concern and which are related to the work relationship. (*Syndicat*)

Tripartitism (Tripartism): Consultation between representatives of labour, management and the government to consider issues of mutual interest. (*Tripartisme*)

Unemployed: Persons who do not have work. Official definition, for Unemployment Insurance purposes, classes the unemployed as those persons who during the reference week: (a) were without work, had actively looked for work in the past four weeks (ending with reference week), and were available for work; (b) had not actively looked for work in the past four weeks but had been on layoff for twenty-six weeks or less and were available for work; (c) had not actively looked for work in the past four weeks but had a new job to start in four weeks or less from reference week, and were available for work. (*Chômeur*)

Unemployment Insurance: A federal program whereby eligible unemployed persons receive cash benefits for a specified period of time. These benefits are paid out of funds derived from employer, employee and government contributions. (*Assurance-chômage*)

Unfair Labour Practice: A practice on the part of either union or management that violates provisions of federal or provincial labour law. (*Pratique déloyale de travail*)

Unfair Labour Practice Proceeding: A proceeding before a labour relations board to determine whether an employer or a union has committed unfair labour practices as charged. (*Procédure en matière de pratiques déloyales de travail*)

Union: The unit of labour organization which organizes and charters locals in the industries or trades as defined in its constitution, sets general policy for its locals, assists them in the conduct of their affairs, and is the medium for co-ordinating their activities. Finances are obtained from the locals through per capita dues. Unions usually hold regular conventions of delegates from the locals at which general policy is set and at which officers are elected. (*Syndicat*)

Union Dues: Periodic payments by union members for the financial support of their union. (*Cotisations syndicales*)

Union Label; Bug: A tag, imprint or design affixed to a product to show it was made by union labour. (*Étiquette syndicale*)

Union Local: The basic unit of union organization. The local has its own constitution and by-laws and elects its own officers, but is chartered by the national or international with which it is affiliated. An amalgamated local is composed of units in several plants, each of which is partially self-governing. (*Syndicat local*)

Union Scale: A rate of pay set by a union contract as the minimum rate for a job, whether or not paid to a union member. (*Tarif syndical*)

Union Security Clauses: Provisions in collective agreements designed to protect the institutional authority of the union.

Examples of union security clauses are: **closed shop**, an agreement between union and employer that the employer may hire only union members and retain only union members in the shop; preferential hiring, an agreement that an employer, in hiring new workers, will give preference to union members; union shop, an agreement that the employer may hire anyone he wants, but all workers must join the union within a specified period of time after being hired and retain membership as a condition of continuing employment; **maintenance of membership**, a provision that no worker must join as a condition of employment, but all workers who voluntarily join must maintain their membership for the duration of the contract in order to keep their jobs. (See also **Checkoff, Closed Shop, Maintenance of Membership, Rand Formula, Union Shop, Modified Union Shop.**) (*Clause de sécurité syndicale*)

Union Shop: A place of work where every worker covered by the collective agreement must become and remain a member of the union. New workers need not be union members to be hired, but must join after a certain number of days. (See **Union Security Clauses, Modified Union Shop.**) (*Atelier syndical*)

Union Steward: Union member ordinarily elected to represent workers in a particular shop or department. His functions may include the collection of dues, soliciting for new members, announcing meetings, and receiving, investigating, and attempting the adjustment of grievances and education. (*Délégué syndical*)

Union Trusteeship: Describes a situation in which a national or international union suspends the normal operations of a union local and takes over control of the local's assets and the administration of its internal affairs. The constitutions of many international unions authorize international officers to establish trusteeships over unions local in order to prevent corruption, mismanagement and other abuses. (*Tutelle syndicale*)

Unjust Dismissal: Dismissal of an employee in an arbitrary or unjust fashion, contrary to statute or in contravention of a collective agreement. (*Congédiement injuste*)

Unorganized Workers: Workers who do not belong to any union organization. (*Travailleurs non syndiqués*)

Voluntary Recognition: A voluntary agreement (not involving the formal certification process) between an employer and a trade union to recognize the trade union as the exclusive bargaining agent of the employees in a defined bargaining unit. (*Reconnaissance volontaire*)

Wage and Price Controls: Government effort to restrain wage and price increases to acceptable levels, usually through the establishment of some form of review agency (e.g., Anti-Inflation Board). (*Contrôle des salaires et des prix*)

Wage Determination: The practices and procedures used to fix wage rates in collective bargaining. (*Fixation des salaires*)

Wage Differentials: Variations among wage rates due to a variety of factors — job content, location, skill, industry, company, sex, etc. Unions are frequently concerned with eliminating wage differentials not based on the degree of effort or skill required in a job but considered discriminatory. (*Différence de salaire*)

Walkout: Generally a spontaneous and short-lived work stoppage, not authorized by the union. It is usually a reaction to a specific problem in the workplace, rather than a planned strike action. Often a synonym for wildcat or quickie strike. (*Débrayage*)

White-collar Workers: Term used to describe non-manual workers, e.g., office, clerical, sales, supervisory, professional and technical workers. To be contrasted with manual workers, e.g., maintenance and production workers. (*Cols blancs*)

Wider-based Bargaining: (See **Broader-based Bargaining**.)

Wildcat Strike: (See **Walkout**.) (*Grève sauvage*)

Work Restriction: Limitation, ordinarily placed by unions, on the types or amounts of work that union members can do. (*Freinage de la production*)

Work Rules: Rules regulating on-the-job conditions of work, usually incorporated in the collective agreement. Examples (1) limiting production work of supervisory personnel; (2) limiting the assignment of work outside an employee's classification; (3) requiring a minimum number of workers on a job; (4) limiting the use of labour-saving methods and equipment. (*Règles du travail*)

Work-sharing: Plan by which available work is distributed as evenly as possible among all workers when production slackens, or by which working time is generally reduced to prevent layoffs. (*Partage du travail*)

Work Stoppage: A cessation of work resulting from a strike or lockout. (*Arrêt de travail*)

Work To Rule: A practice where workers obey to the letter all laws and rules pertaining to their work, thereby effecting a slowdown. The practice also frequently involves a refusal to perform duties which, though related, are not explicitly included in the job description. (See also **Slowdown**.) (*Grève du zèle*)

Worker Directors: Representation of employee interests by persons, usually union officials, on the board of directors of a corporation. Practised in a number of European countries, notably West Germany; has been recommended for Britain by

the Bullock Committee of Inquiry on Industrial Democracy. (*Administrateur (travailleurs)*)

Worker Participation: The opportunity for workers to share, either directly or indirectly through elected representatives, in the decision-making process. Various degrees of participation may be identified according to the amount of influence that workers are allowed to exert. Thus, **communication** refers to the simple conveyance of information to workers either before or after decisions have been made. **Consultation** involves sounding out workers' opinions, usually before decisions are made. **Co-determination** refers to a system under which workers are able to participate in a joint decision-making process. Participation is often used as a synonym for industrial democracy. (*Participation ouvrière*)

Workers' Compensation: Compensation payable by employers collectively for injuries sustained by employees in the course of their employment. Each province has a workers' compensation act. (*Indemnisation des accidents du travail*)

Working Conditions: Conditions pertaining to the worker's job environment, such as hours of work, safety, paid holidays and vacations, rest period, free clothing or uniforms, possibilities of advancement, etc. Many of these are included in the collective agreement and subject to collective bargaining. (*Conditions de travail*)

Works Council: A form of industrial democracy found primarily in European countries, consisting of plant level committees entirely of workers or both workers and management, with powers ranging from simple right to information about plans relevant to employee welfare to full co-determination in areas such as personnel. (*Conseil d'entreprise*)

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